

**RECORDS RETENTION SCHEDULE WITH DESCRIPTIONS**

INFORMATION TECHNOLOGY DEPARTMENT  
RECORDS MANAGEMENT

RECORD  
CONTROL  
NUMBER

RECORD TITLE/DESCRIPTION/AND RETENTION

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**14 (AOC) ASSOCIATIONS**

140103 MINUTES, ASSOCIATION OF NORTH DAKOTA FAMILY, COMMUNITY,  
EDUCATION

This series contains treasurer's minutes and records.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then  
dispose by landfill.

140104 CROP IMPROVEMENT ASSOCIATION RECORDS

This series contains minutes, membership information.

RETENTION: Retain for 10 years, then dispose by landfill.

140106 4-H LEADERS' COUNCIL MINUTES

This series contains minutes of county council meetings.

RETENTION: Retain for 10 years, then dispose by landfill.

140107 DAIRY HERD IMPROVEMENT ASSOCIATION MINUTES

This series contains record of proceedings of meetings.

RETENTION: Retain for 10 years, then dispose by landfill.

140108 SOYBEAN COUNCIL RECORDS

This series contains election materials and ballots.

RETENTION: Retain for 2 years after the current fiscal year (ACFY), then  
dispose by landfill.

**18 (CR) CIVIL RIGHTS**

180101 AFFIRMATIVE ACTION FILE

This series contains affirmative action compliance review documents and  
correspondence.

RETENTION: Retain for 5 years after the case is closed (ACC), then dispose by  
landfill.

- 80 (SPS)      PROGRAMS, PROJECTS, AND SERVICES**
- 800301      FCE CLUB RECORDS  
This series contains minutes, enrollment forms and club programs.  
  
RETENTION: Retain for 10 years, then dispose by landfill.
- 800302      4-H CLUB RECORDS  
This series contains secretary's minutes, membership cards, enrollment forms, awards programs, activities summary.  
  
RETENTION: Retain for 10 years, then dispose by landfill.
- 800303      EXTENSION PROGRAM PLAN OF WORK FORMS  
This series contains county home economics program emphasis, worksheets, memos, plan of work data input.  
  
RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 800305      PLANT PEST FORMS  
This series contains diagnostic test, completed forms.  
  
RETENTION: Retain for 1 year, then dispose by landfill.
- 800306      GRASSHOPPER CONTROL PROGRAM RECORDS  
This series contains guidelines, costs, reports, results.  
  
RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 800307      PESTICIDE CERTIFICATION RECORDS  
This series contains names of certificate holders, completed tests.  
  
RETENTION: Retain for 10 years, then dispose by landfill.
- 800308      TRACTOR DRIVING CERTIFICATES  
This series contains record of youth certified at workshops.  
  
RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 800385      WEED CONTROL  
This series contains maps, quantity of spray, and other papers regarding weed control. This is part of pesticide application records.  
  
RETENTION: Retain in office for 3 years, then dispose by landfill.

**81 (SPR)      SPECIAL PROJECTS**

**810101      COUNTY FAIR FILES**

This series contains letters to judges, schedules, fair booth score card, list of 4-H exhibits, minutes, and brochures.

RETENTION: Retain for 10 years, then dispose by landfill.

**90 (S/S/R)      SURVEY/STUDY/REPORT**

**900201      REPORTS, COUNTY AGENT**

This series contains monthly and annual expense account data sent to State Extension Office.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

**900202      REPORT, SOIL TESTING**

This series contains results and interpretations of soil sent to NDSU.

RETENTION: Retain for 1 year, then dispose by landfill.

**900401      STATISTICS, COUNTY CROP AND LIVESTOCK**

This series contains soil moisture supplies, average snow depths, condition of fall seedings, stock, water supplies, percentage of livestock receiving supplemental feeding.

RETENTION: Retain for 25 years, then dispose by landfill.

**900402      RESEARCH PUBLICATIONS AND FINDINGS**

This series contains information received and retained by county agent.

RETENTION: Retain for 5 years, then dispose by landfill.